

Zoom Participant Quick Guide



Created by John Pettingill

2020

Zoom Participant Quick Guide

Introduction

Zoom is a video conferencing service. It is similar to personal conferencing platforms such as Skype and Facetime. It has the advantage in allowing large groups to meet together and to break into small groups.

This short guide provides new users in setting up an account, logging in, and basic navigation. For more information, go to the following Zoom website: <https://support.zoom.us/hc/en-us/categories/200101697>

If you already have an account set up, please go directly to page five to sign into your account.

Organization of the Quick Guide

Part 1: Someone who has never used Zoom before - Setting up an account

- Accessing the Zoom Corporate website
- Entering your account information
- Obtaining an email confirmation of your account
- Activating your new account
- Signing into your account

Part 2: Someone who has a Zoom account and wants to learn more – go directly to page 5.

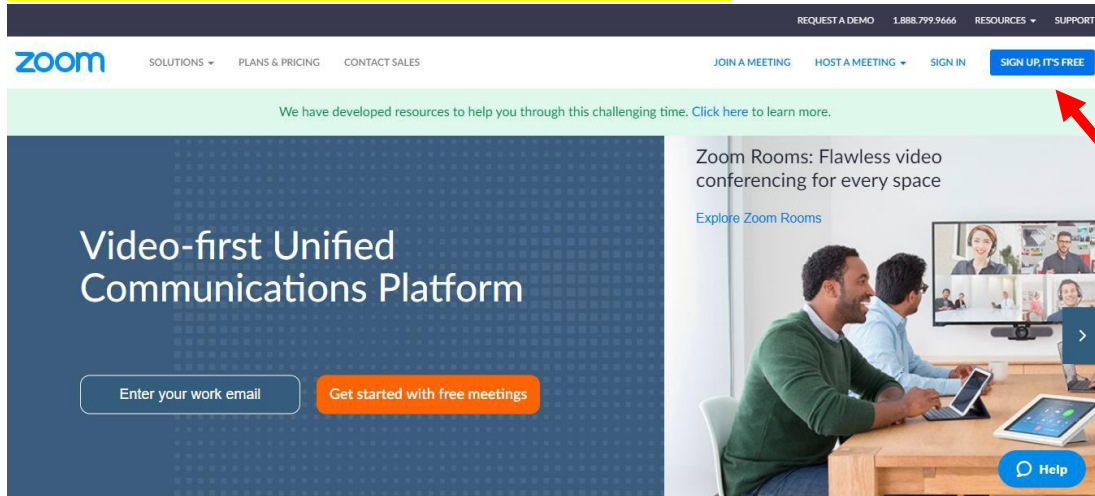
- Signing into your account
- Identifying the PMI (Personal Meeting ID)
- Using the Home display to enter the meeting ID
- Joining the meeting
- Testing the audio speakers and microphone on your equipment
- What to expect when you have joined the meeting
- Basic Techniques
- Participant Window
- Chat room
- Training Resources

Zoom Participant Quick Guide

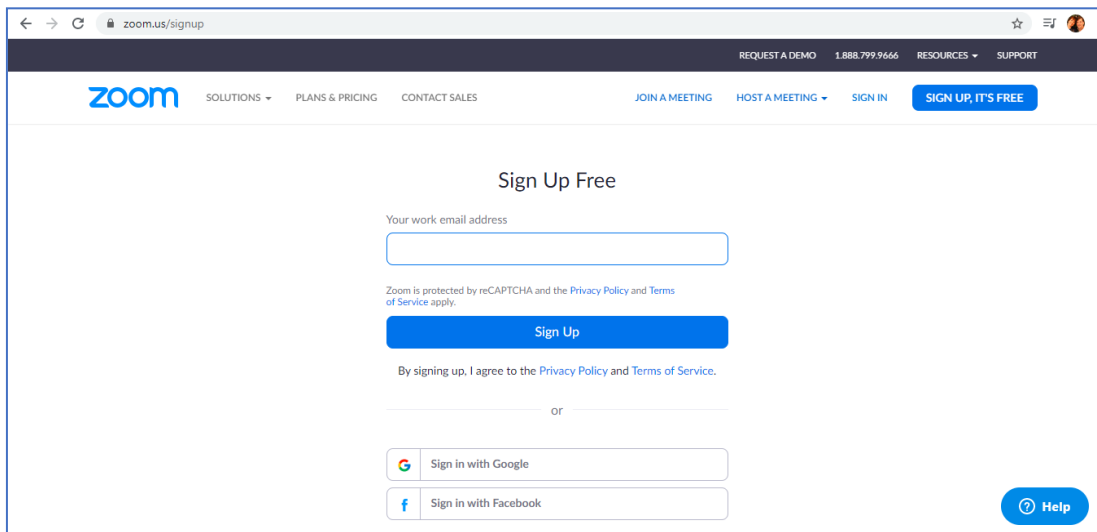
For the first time user (*This Guide is not intended for the Meeting Facilitator*).

Go to the Zoom home page: www.zoom.us.

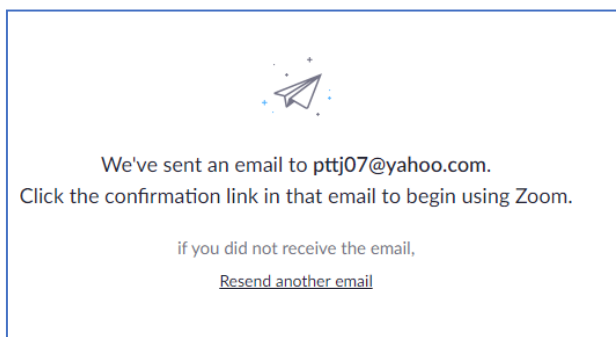
NOTE: For a returning user go directly to page four to sign in.



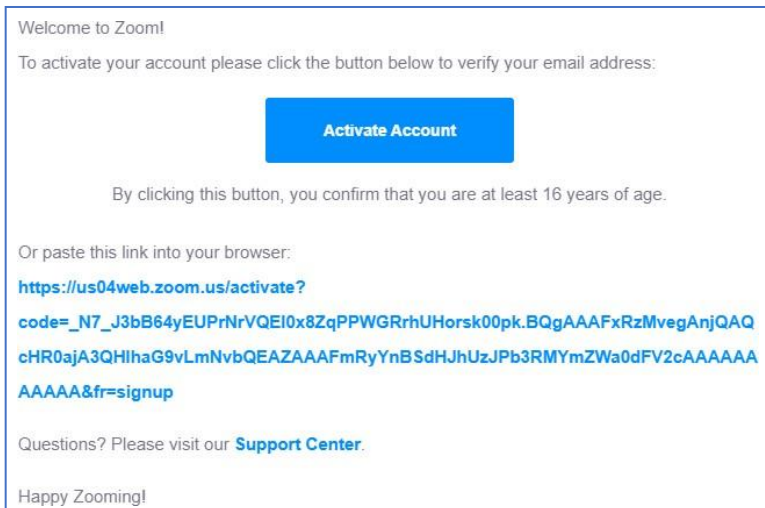
If you are entering as a new participant, then select the <SIGN UP, IT'S FREE> Command on the top menu. Complete the account information as directed.



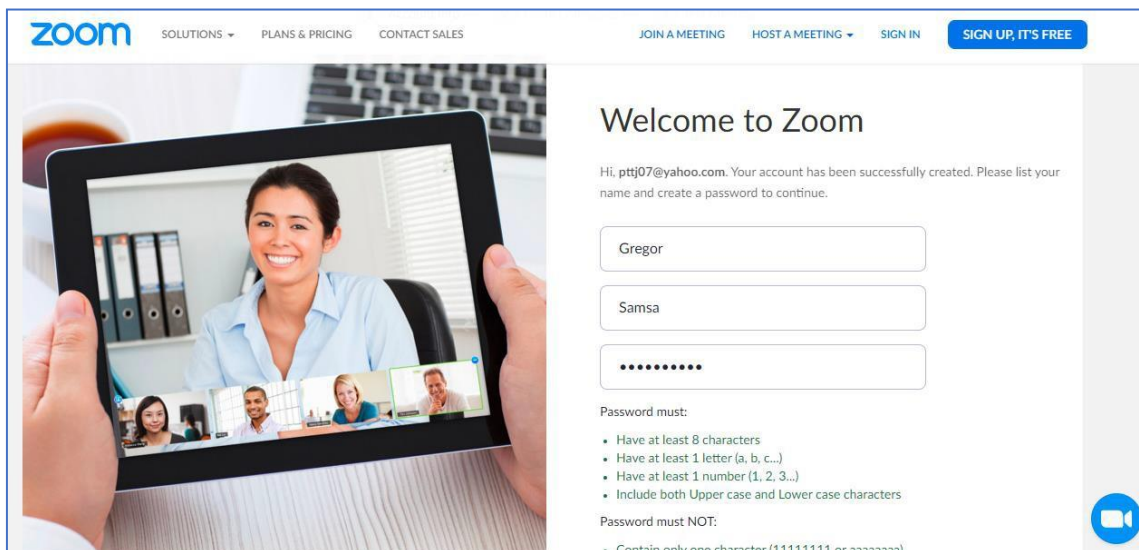
An email account will be sent to you.



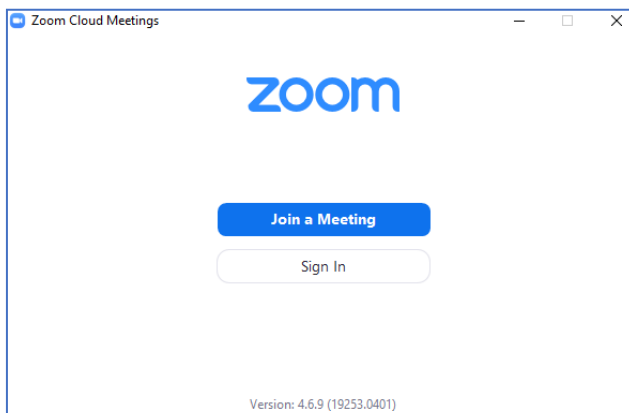
Zoom Participant Quick Guide



You will be prompted to complete your account ID and Password.

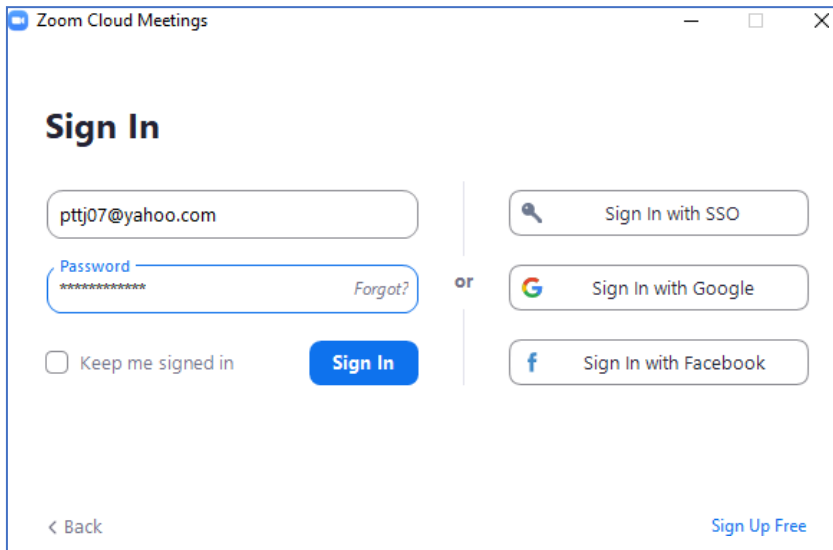


Once you confirm that you are not a robot, the <Sign In> display appears.

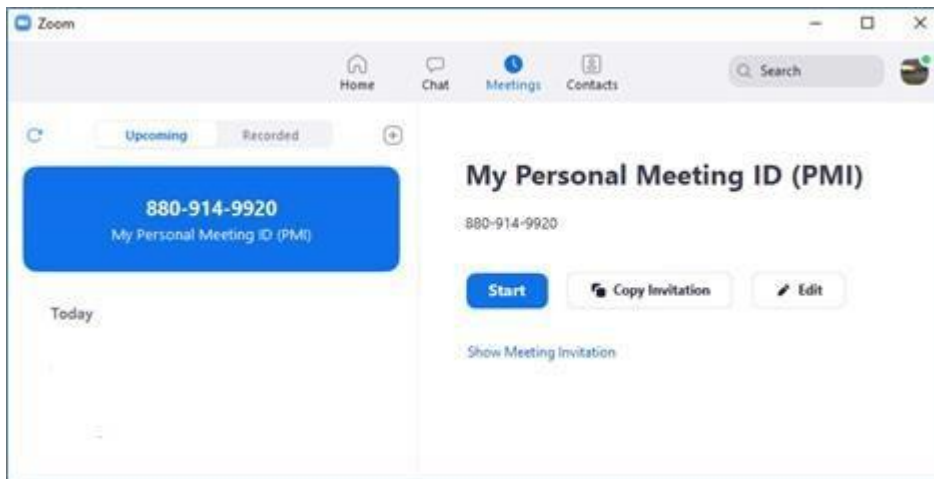


Zoom Participant Quick Guide

When you select <Sign In>, the “Sign In” display appears.



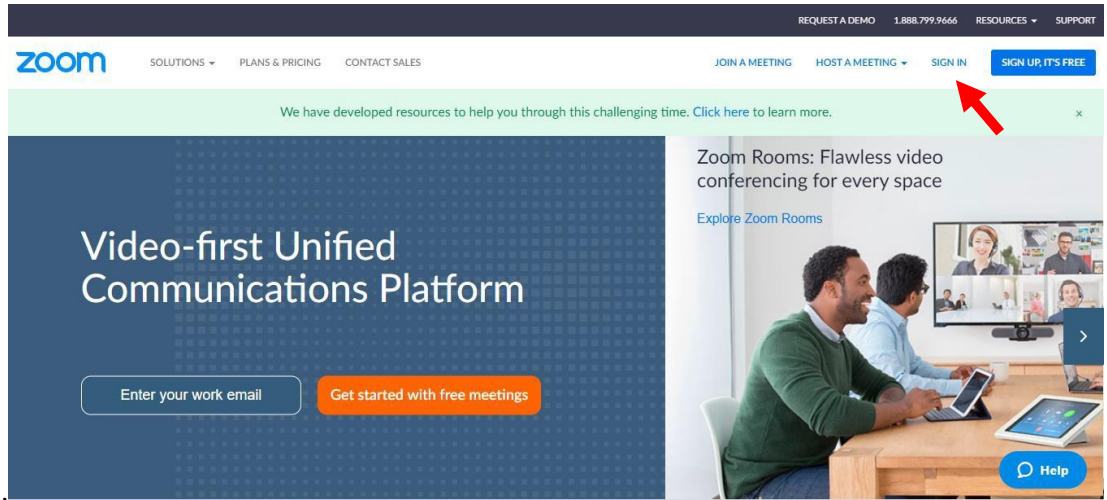
The Personal Meeting ID (PMI) display appears.



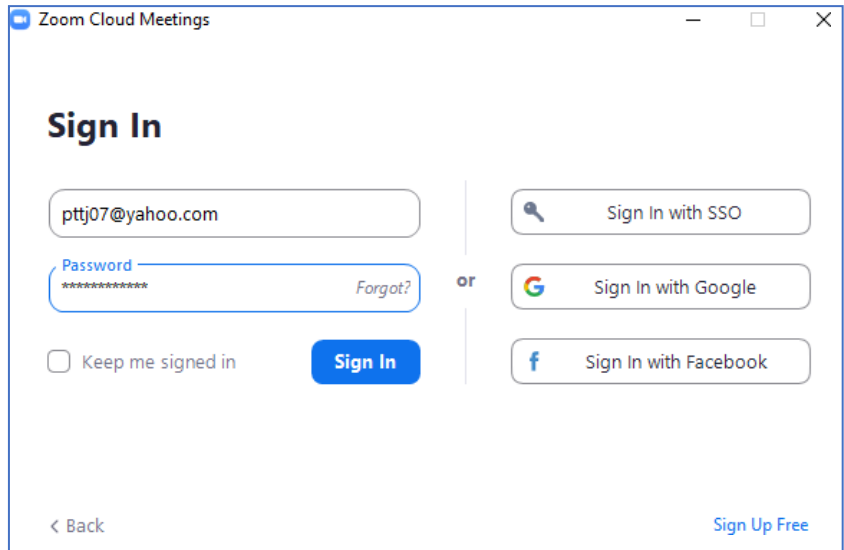
Go to page 5 to continue

Zoom Participant Quick Guide

For **returning users**, Zoom probably has placed a Zoom icon on your desktop. If not, then go to the Zoom web page (<https://zoom.us/>) and select <SIGN IN>



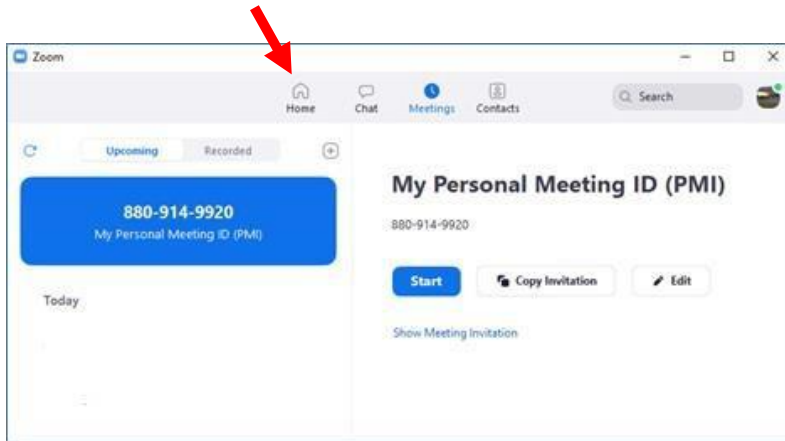
Either the SIGN IN command or selecting your desktop Zoom icon will call up the “Sign In” display.



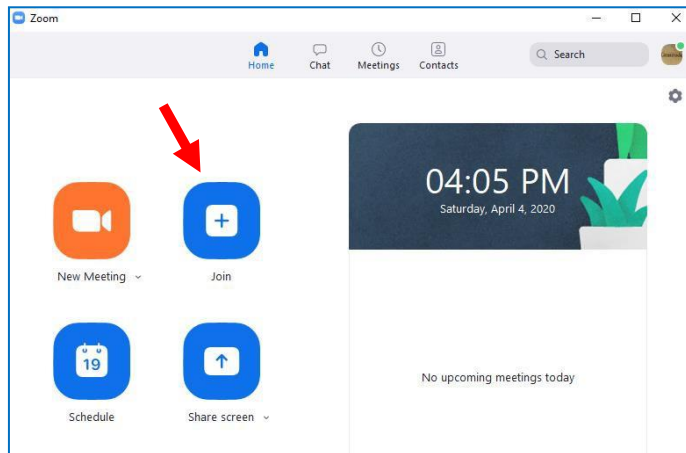
Enter your account login and your password. Select <Enter> on your keyboard.

Zoom Participant Quick Guide

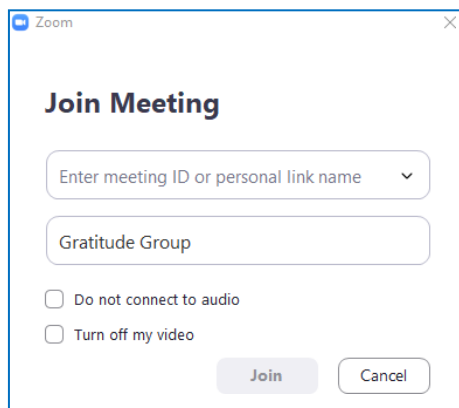
Your PMI or Personal Meeting ID display will appear.
Select the <Home> icon at the top of the display.



The Home display appears. Select the <Join> icon.



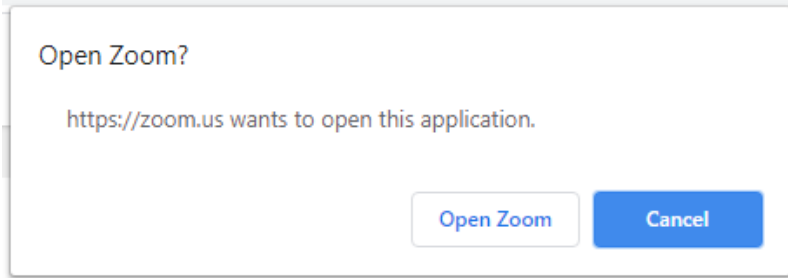
Enter the Meeting ID number. Then select the <Join> button.
Or, there may be a recurring 8pm meeting ID#: **172 272 092**
You would enter that number in the Join Meeting display along with your name.
Then select the <Join> button.



Zoom Participant Quick Guide

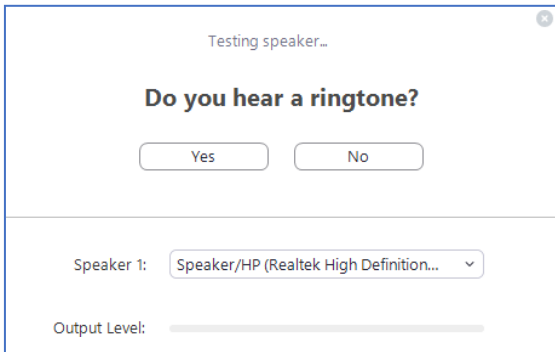
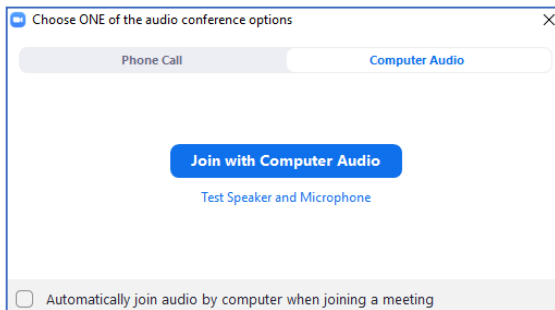
Joining the meeting

Zoom will prompt you to <Open Zoom>

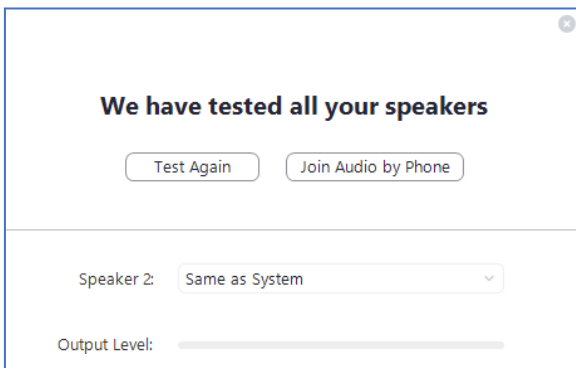


When you <Open Zoom>, you will first be prompted regarding the Audio.

Select <Test Speaker and Microphone> to ensure your equipment is functioning

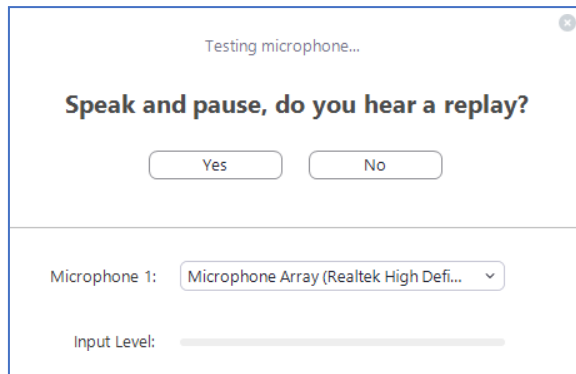
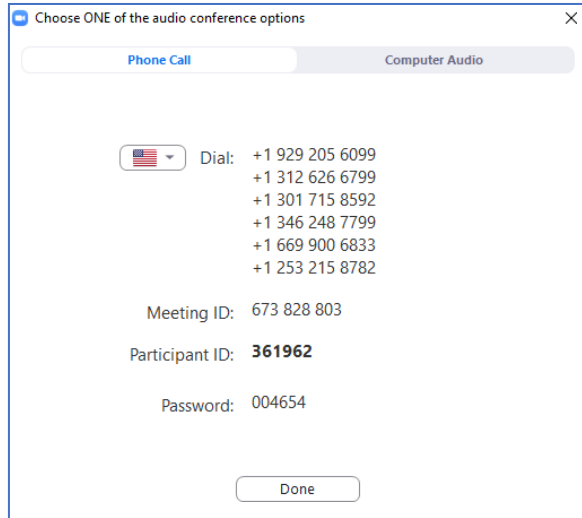


If no, then your speakers are not working. You will be given the option of joining by phone.
If yes, then a display regarding your microphone test will appear. See next page.



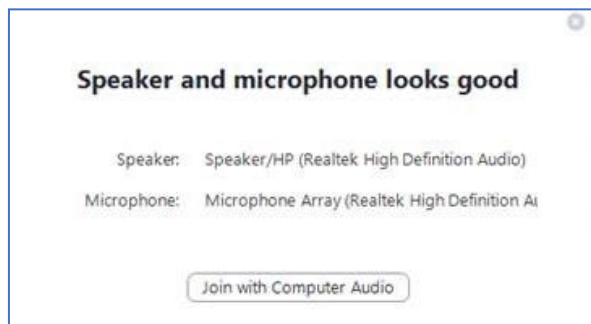
Zoom Participant Quick Guide

If you selected No to your speakers or your microphone not working you will be given the option to join by phone. Generally, the 1-312-626-6799 is the preferred dial-in number for Minnesota. Then you will be prompted to enter the meeting ID. In this example it is 673 828 803. Some meetings may require a password. In this example it is 004654.



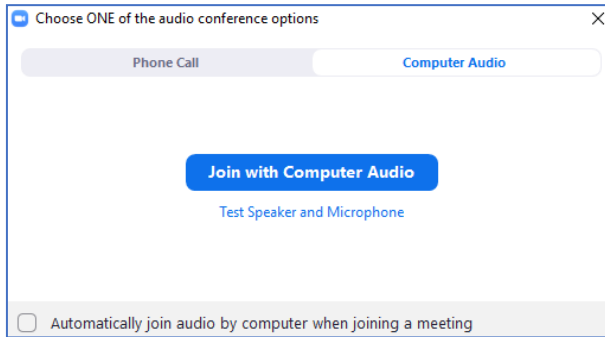
If **No**, then your microphone is not working. You can join the audio portion of the video conference by using your phone. Do not use a phone with your computer microphone on. It will create feedback.

If your speakers are working, you would have selected Yes to the above prompts. If you select Yes, then this confirmation window will appear; select <Join with Computer Audio>

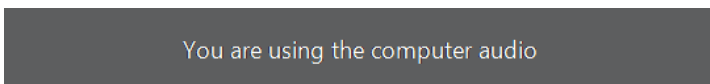


Zoom Participant Quick Guide

Select <Join with Computer Audio> again.

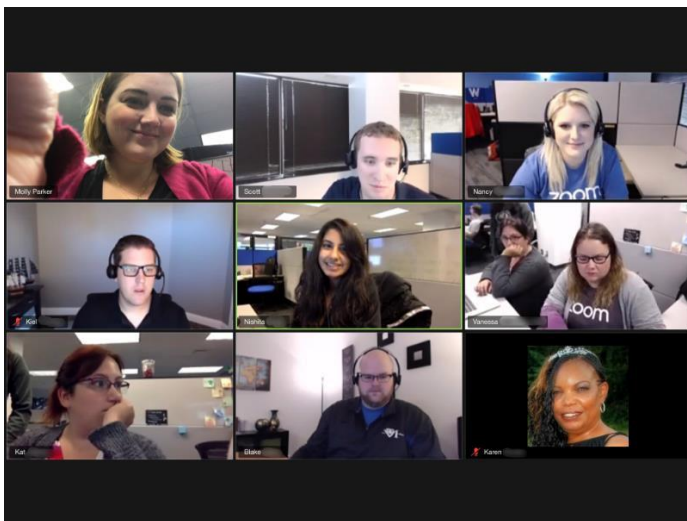
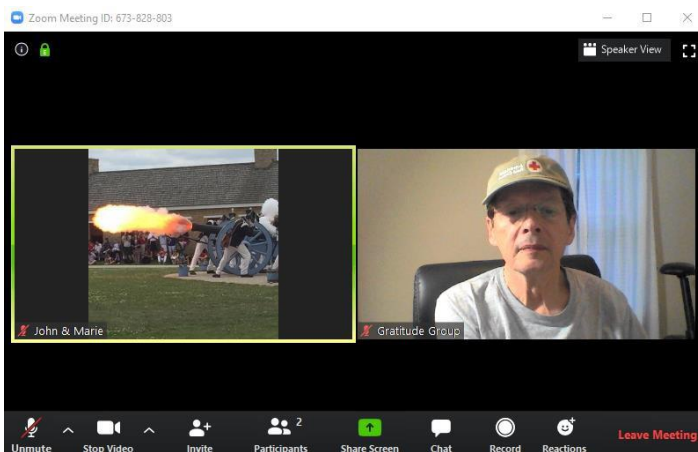


You will receive a confirmation display.



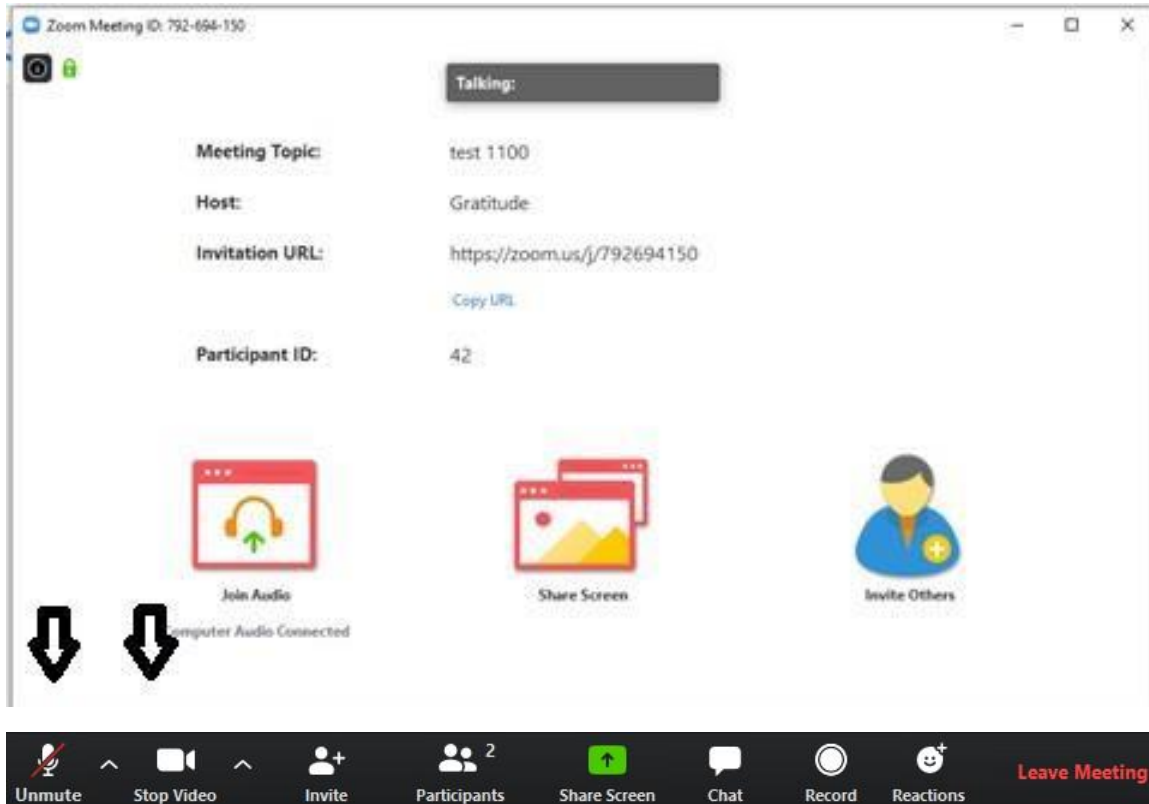
You should see a reverse image of yourself in the video.

If there are other participants already on the call, they will show up as a window pane of participants.



Zoom Participant Quick Guide

Note that you may see a “Meeting ID” display with icons but no video if the host did not set the defaults to automatically turn on your video and audio.



To get the audio to work, you click on the <Unmute> microphone button.

To get the video to work, you click on the <Stop Video> button.

This will cause the videocam to work on your equipment.

The video images should appear as shown in the previous displays.

Zoom Participant Quick Guide

Participating in the Meeting – Basic Techniques

The bottom tool bar will appear if you hover your mouse over the bottom of your Zoom display.



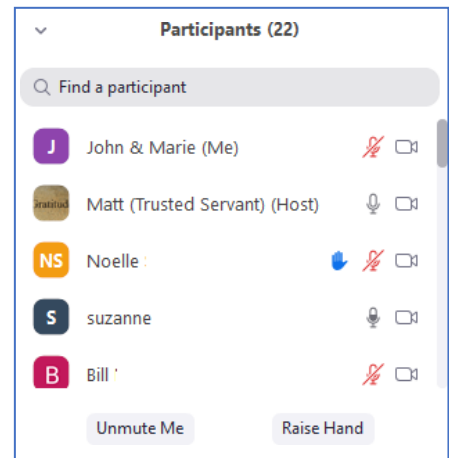
Description of key Tool Buttons.

Mute (or Unmute)	Will turn on or off your microphone
Start Video (or Stop Video)	Will turn on or off your camera
Participants	Causes the Participant Window to pop up. See below.
Share Screen	Allows others to see your displays. Or, you can view another person's
Chat	This causes the Chat Room to pop up. See below.
Reactions	Generates a momentary thumbs up image or an applause image
End Meeting	This ends the meeting.

Participant Window. This generally appears to the right of the video gallery.

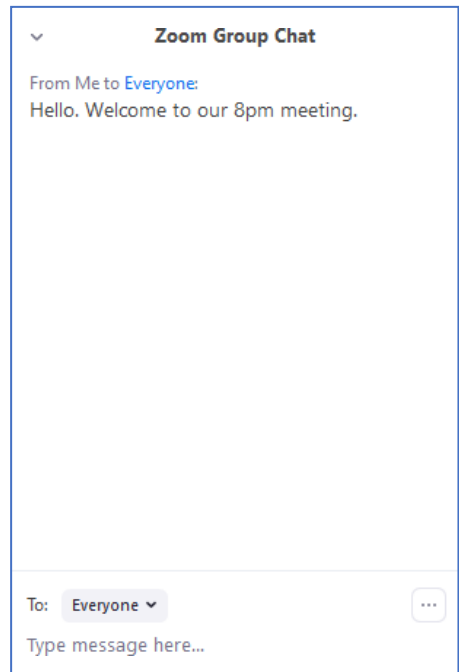
You can turn off your microphone or videocam by selecting the applicable icon.

Participants can select the <Raise Hand> tool button to get the attention of the Trusted Servant. You will be place on a queue, if several people are raising their hands.



Chat Window. This generally appears to the right of the video gallery, under the Participant Window.

Messages can be targeted to an individual by selecting the pull down menu (next to the default setting of Everyone).



Zoom Participant Quick Guide

Training Resources

- **Zoom Support Site:** <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>
- **Managing Breakout Rooms:** <https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms>
- **Participant Guide (Center for Interactive Learning and Collaboration):** https://www.cilc.org/CILC/media/Documents/Zoom_Participant_Guide.pdf
- **Best Practices (Center for Innovation in Teaching and Research):** http://www.wiu.edu/CITR/resources/tip_sheets/zoom/using_zoom.pdf

Videos

- **Video Conferencing Tutorial for Beginners:** <https://www.youtube.com/watch?v=FnFSBjFvK2o>
- **Setting up an account and hosting a meeting tutorial:** <https://www.youtube.com/watch?v=-ik5o6WptX0>
- **How to Schedule and Join a Zoom Meeting:** https://www.youtube.com/watch?v=sJq_OM5VcDY
- **Joining a Zoom Call for the First Time:** <https://www.youtube.com/watch?v=9isp3qPeQ0E>
- **Host to Host a Zoom Cal for the First Time:** <https://www.youtube.com/watch?v=hI32Xk2Va7M>